

# American Embassy, Amman

# Vacancy Announcement

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**ANNOUNCEMENT NUMBER: 14 – 070**

**OPEN TO:** All Interested Candidates

**POSITION:** Housing Supervisor, FSN-10, FP-5

**OPENING DATE:** August 28, 2014

**CLOSING DATE:** September 10, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: (Position Grade: FP-5)  
\*Ordinarily Resident: JD 17,783 p.a. (Position Grade: FSN-10)  
(Basic Salary)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Amman is seeking an individual to fill a Housing Supervisor position in the General Services Office/Housing Section.

## **BASIC FUNCTION OF POSITION**

The Housing Supervisor is responsible for the total operation of the Housing Section and manages a portfolio of 300 plus leases, acting as the principle real estate/housing advisor to the GSO and participating U.S. government agencies. S/he is responsible for screening and locating suitable housing and properties, negotiating all lease terms and conditions, submitting letters of intent, preparing lease contracts. The incumbent also serves as the chief housing inspector, conducts walk-through of properties, ensures the house is ready prior to tenant arrival and up to U.S. standards. The incumbent processes rental payments in a timely manner and ensures proper adjustments are made. S/he also prepares reports and special tasking as needed. The Housing Supervisor is an expert in the Jordanian real estate field and a great reliance is place upon his or her judgment and advice, performing duties and responsibilities commensurate with mid- to upper-level management. The Housing Supervisor reports directly to the Assistant General Services Officer (A/GSO) and acts as direct supervisor for Housing Locally Employed (LE) Staff.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Education and Experience: Four-year university degree in a related discipline, such as Management, Business Administration, or BA in Law and 5 years of progressively responsible professional experience in logistics or project management, including one or more years of

work related to real estate, property management is required. At least one of these years must be in a supervisory capacity -OR- Completion of 2 years college or university study and 7 years of progressively responsible professional experience in logistics or project management, including one or more years of work related to real estate, property management. At least one of these years must be in a supervisory capacity. **Supporting documentation (i.e., B.A. certificate) must be included in the application for eligibility purposes.**

**يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم إخضاع الطلب للتدقيق**

2. **Language:** Level 4 (fluency) in English and Arabic is required. English proficiency will be tested. A score of 785 on the TOEIC exam or 590 on the TOFEL exam is acceptable. Examination scores should have been recorded within the last six months.
3. **Knowledge:** Excellent knowledge of Amman real estate market is required. Familiarity with American living standards and requirements as they relate to housing is required. Good working knowledge of Microsoft Word and Excel is required. Knowledge of principles and processes for providing quality customer service is required.
4. **Skills and Abilities:** Must possess strong supervisory and management ability. Must have strong negotiation and bargaining skills. Must be culturally sensitive in dealing with American mission employees, landlords, and a wide range of advocates, property experts, contractors and related professionals. Must be able to work independently, with minimal supervision, under pressure and tight schedules with accuracy. Superb organizational and management skills are essential in assisting the General Services Officers in the Leasing and Housing functions. Ability to translate and act as an interpreter. Must have a Jordanian Class 3 driver's license and be willing to drive to multiple properties.

**A copy of your driver's license must be included with your application.**

**يجب إرفاق صورة عن رخصة السوافة مع طلب التوظيف حتى يتم إخضاع الطلب للتدقيق**

## **SELECTION PROCESS:**

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **SELECTION PROCESS:**

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

## **TO APPLY:**

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment DS-174.

2. A current resume or curriculum vitae that provide the same information as a DS-174
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. EFM, USEFM, and AEFM applicants must clearly indicate their status in the text or subject line of their application.
6. List any relatives or members of your household that work for the U.S. Government (include their name, relationship, agency, position and location).

## **SUBMIT APPLICATION AND SUPPORTING DOCUMENTS TO**

Human Resources Office  
Telephone: 59060000

Applications can also be submitted electronically through [AmmanEmployment@State.gov](mailto:AmmanEmployment@State.gov). Please note "V-14 – 070 Housing Specialist" in the subject line of the e-mail.

### **\*DEFINITIONS:**

1. **Appointment Eligible Family Member (AEFM):** An EFM (see #2) eligible for a Family Member Appointment for purposes of Mission employment:
  - Is a U.S. citizen; and
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
  - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and
  - Is residing at the sponsoring employee's post of assignment abroad; and
  - Does not receive a Foreign Service or Civil Service annuity
2. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:
  - Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and,
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**CLOSING DATE FOR THIS POSITION: September 10, 2014**

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.